

Okta Verify Enrollment with Username and Password

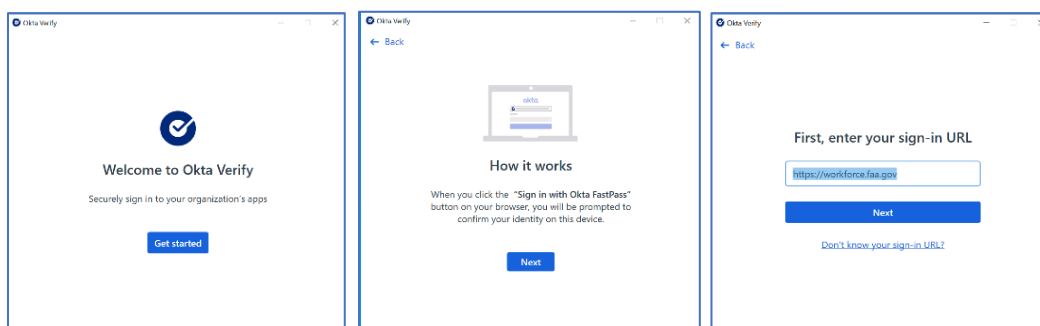
Before starting the enrollment process, close out all browsers. If at any time during the enrollment process you have too many browsers open, you may need to clear your browser cache. To do that, see instructions at the end of this enrollment guide: Clearing internet browsing cache for both Edge and Chrome.

The following section outlines the steps necessary to complete the initial enrollment in Okta Verify with a Username and Password.

1. Log into the DOT workstation.
2. Open the Okta Desktop application on your desktop.

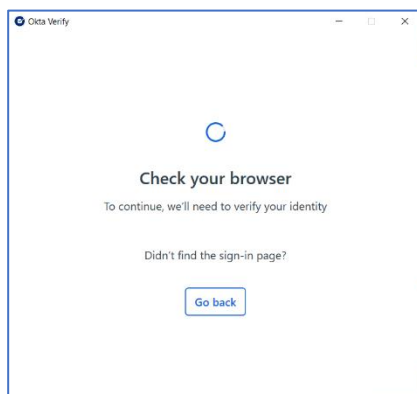


3. The first time you run Okta Verify on your desktop, you will be presented with a welcome screen. This welcome screen is shown when Okta hasn't been set up on a new GFE device. Press "Get Started," then "Next,". If the Organizations Sign-In URL is blank, input the following link when prompted:
<https://workforce.faa.gov>. Press "Next".

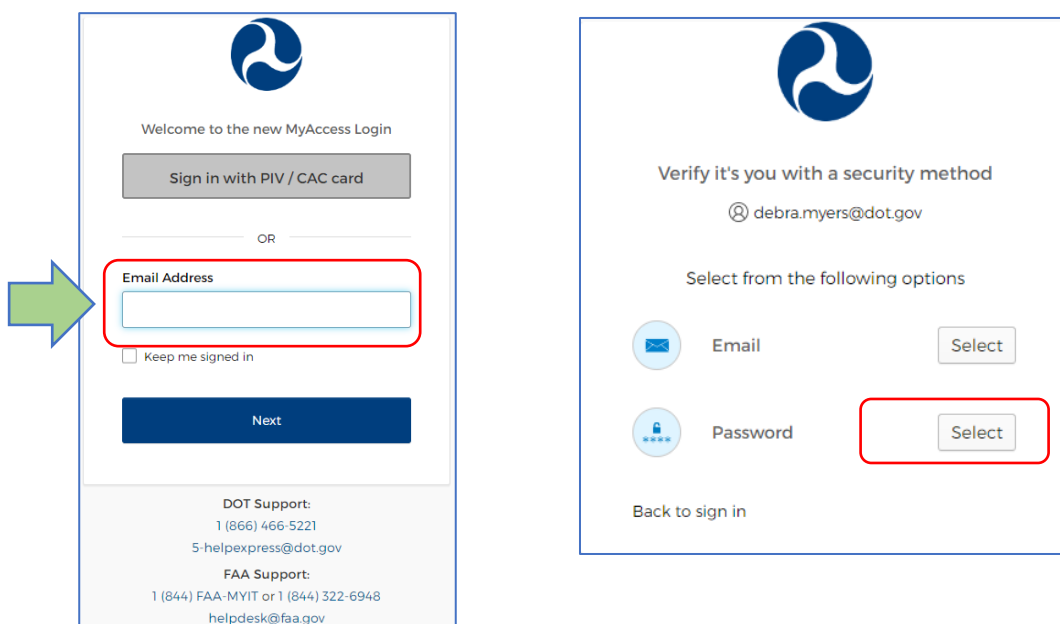


If you have been issued a Logical Access Card (LAC) for a privileged account, remove it (your PIV card needs to remain connected) from the smart card reader or you may be prompted to input a PIN more than once.

- Okta will open and verify your browser connection. The verification process continues in the browser.

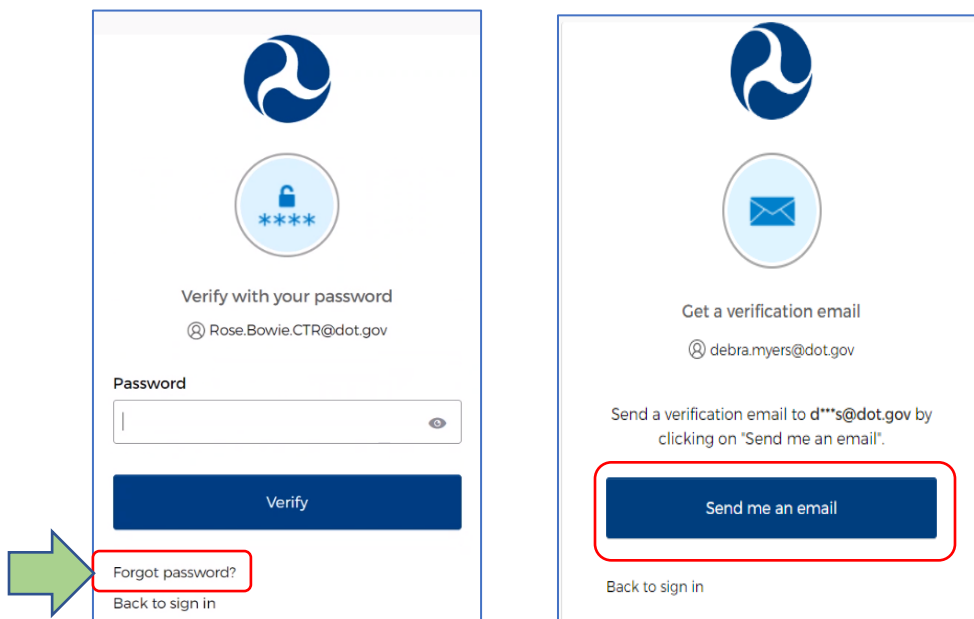


- Enter your DOT email address and then press "Next." You will then be presented with a screen asking you to verify it's you with a security method. Press "Select" next to password.

Two screenshots of the Okta login process. The left screenshot shows the "Welcome to the new MyAccess Login" screen. It has a "Sign in with PIV / CAC card" button, an "OR" separator, and an "Email Address" input field which is highlighted with a red rectangle and a green arrow pointing to it. Below the input field is a "Keep me signed in" checkbox and a "Next" button. At the bottom, there is contact information for DOT and FAA support. The right screenshot shows the "Verify it's you with a security method" screen. It displays the email address "debra.myers@dot.gov" and asks to "Select from the following options". There are two options: "Email" and "Password". The "Select" button next to "Password" is highlighted with a red rectangle.

- You will be prompted to enter a password. Select “Forgot Password”. You will then be prompted to get a verification email. Press “Send me an email”.

! *Do not enter your DOT network password in the Password field. The following steps will guide you through the process of setting an Okta password which is separate from your DOT network password.*

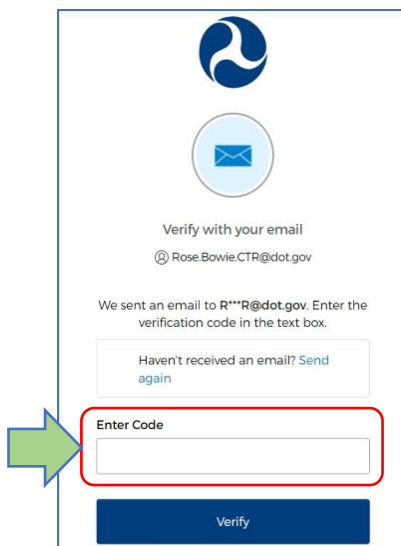


The first screenshot shows the 'Verify with your password' screen. It features the Okta logo, a password field with a lock icon, and a 'Verify' button. A red box highlights the 'Forgot password?' link, with a green arrow pointing to it. Below the link is a 'Back to sign in' link.

The second screenshot shows the 'Get a verification email' screen. It features the Okta logo, an email icon, and a 'Send me an email' button. A red box highlights the 'Send me an email' button.

- Enter the code you received from your verification email, then click “Verify”.

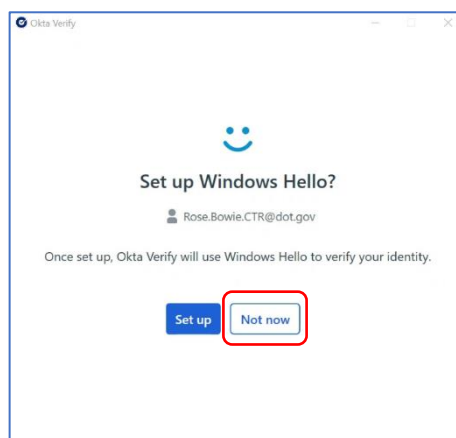
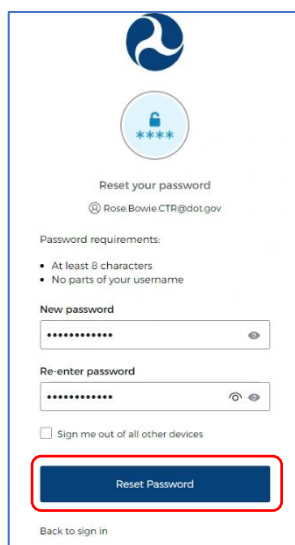
! *The passcode expiration time is 5 minutes.*



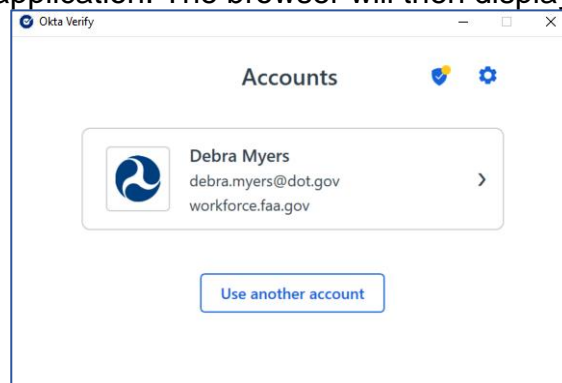
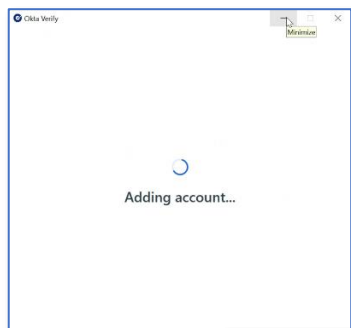
The screenshot shows the 'Verify with your email' screen. It features the Okta logo, an email icon, and a 'Verify' button. A red box highlights the 'Enter Code' field, with a green arrow pointing to it. Above the field is a 'Haven't received an email? Send again' link.

8. After you input the code from the verification email, you will be prompted to create a new password. Input your new password twice then press “Reset Password.” Okta will check your browser briefly. You will then see a screen asking to set up Windows Hello, select “Not Now.” (The Windows Hello feature is not available at this time.) This step may take up to two minutes.

This password only needs to be set once. Once a password is set you can use it any time Okta requests a password.



9. You will see a screen briefly that says, “Adding Account” while your account is finalized on the Okta Verify desktop application. The browser will then display, “Your identity is verified.”



10. Close both the Okta Verify Desktop application and the browser.

Enrollment of your DOT workstation is now complete. If you have a Government Furnished Equipment (GFE) iPhone or mobile device, proceed to the next section.

Okta Enrollment for Government Furnished Equipment (GFE): iPhone and Mobile Devices

The following section outlines the procedures needed to enroll a GFE iPhone or mobile device with Okta Verify.

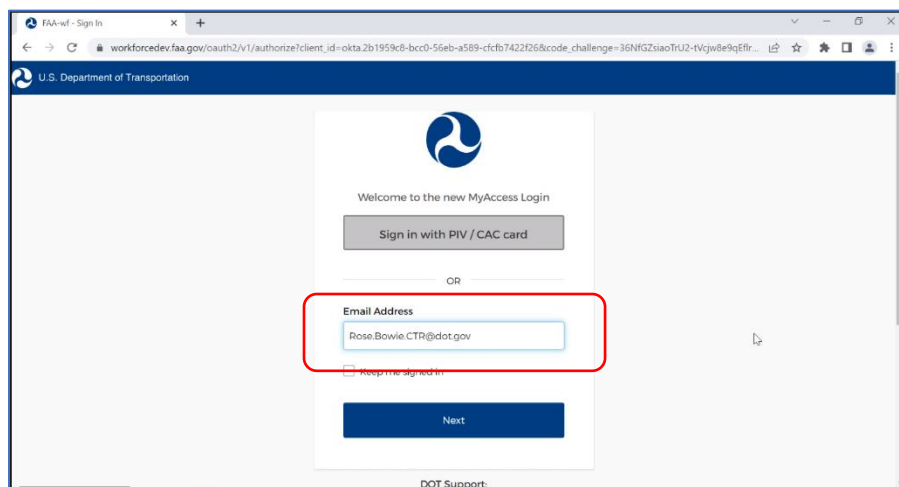
1. On your Department of Transportation (DOT) workstation (not your mobile device), open the Microsoft Edge browser and navigate to the following link:
<https://workforce.faa.gov/>.



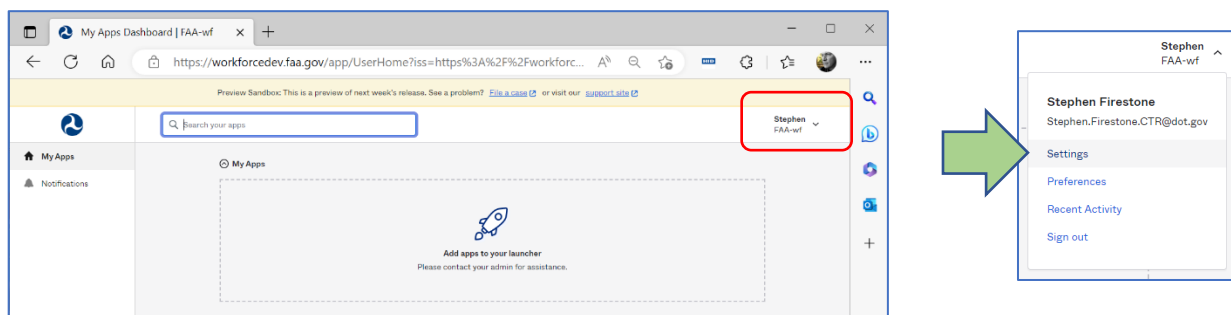
If you have been issued a Logical Access Card (LAC) for a privileged account, remove it (your PIV card needs to remain connected) from the smart card reader or you may be prompted to input a PIN more than once in the following steps.

Enter your DOT email address in the field provided. Select “Next”. On the following screen, enter your Okta password and select “Verify”.

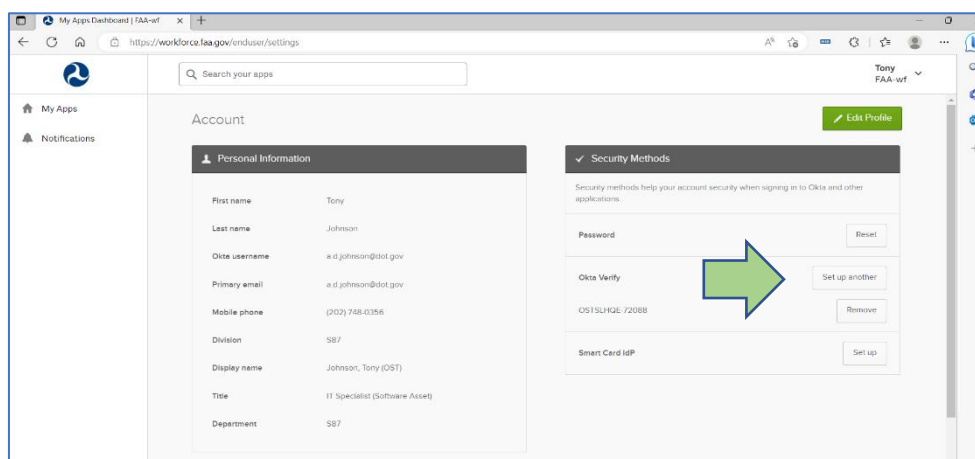
You will be logged into the Okta console.



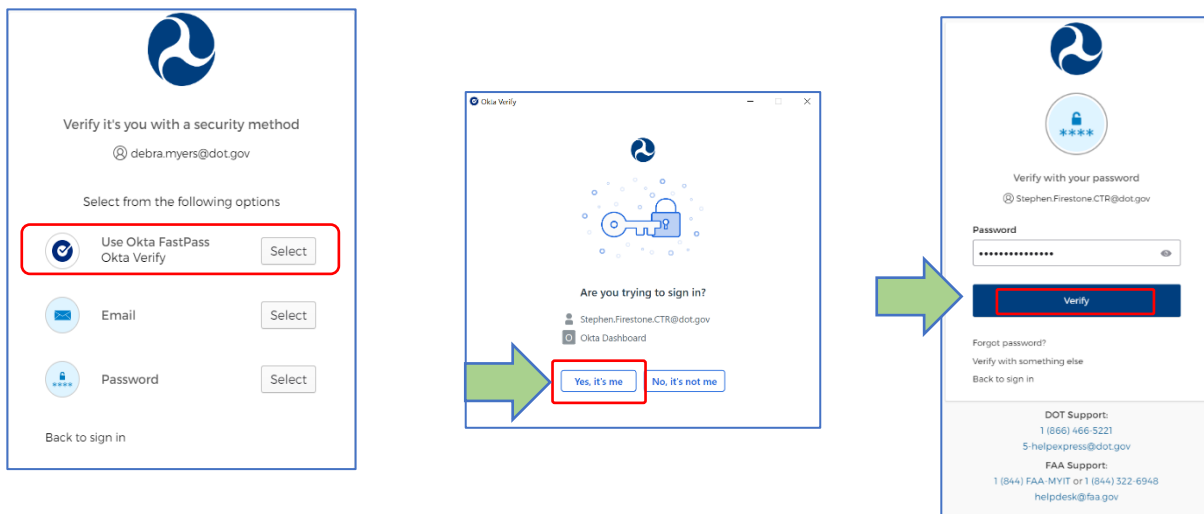
- On the right side of the Okta console, you will see a drop-down indicator. Click the drop-down arrow and select “Settings” to open the Okta Settings panel.



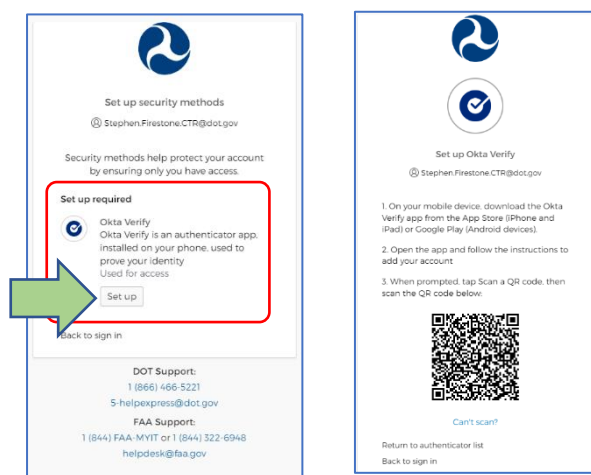
- On the right side of the Settings panel, you will see a section labeled “Security Methods.” On the line for Okta Verify, select “Set up another.” Note: You may need to scroll down if to find “Security Methods” depending on the size of your screen.



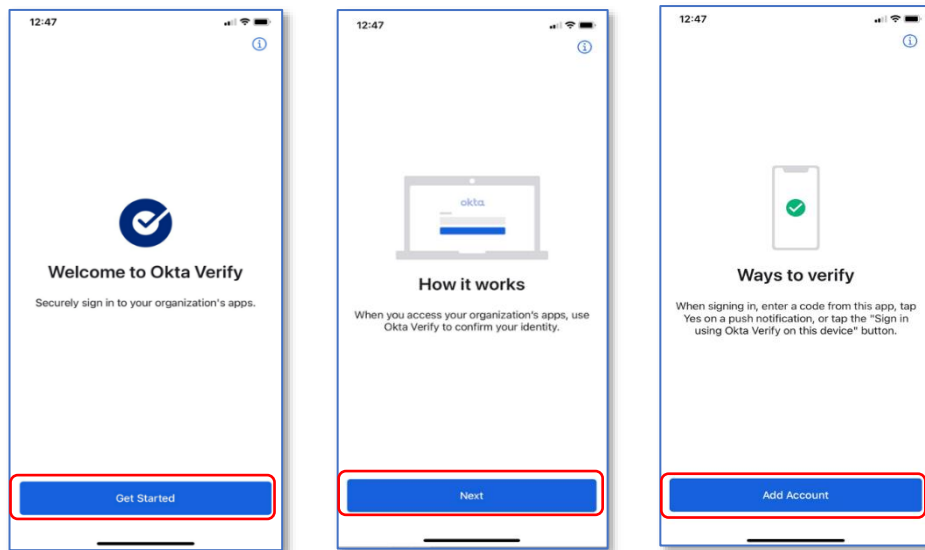
- A panel will load to verify your identity. Select “Use Okta FastPass.” Another panel will appear from Okta Desktop asking if you are signing in. Press “Yes, it’s me” (If prompted to enter your PIN, hit “Cancel”.) You will see a panel asking you to input a password. Enter your Okta password and select “Verify”.



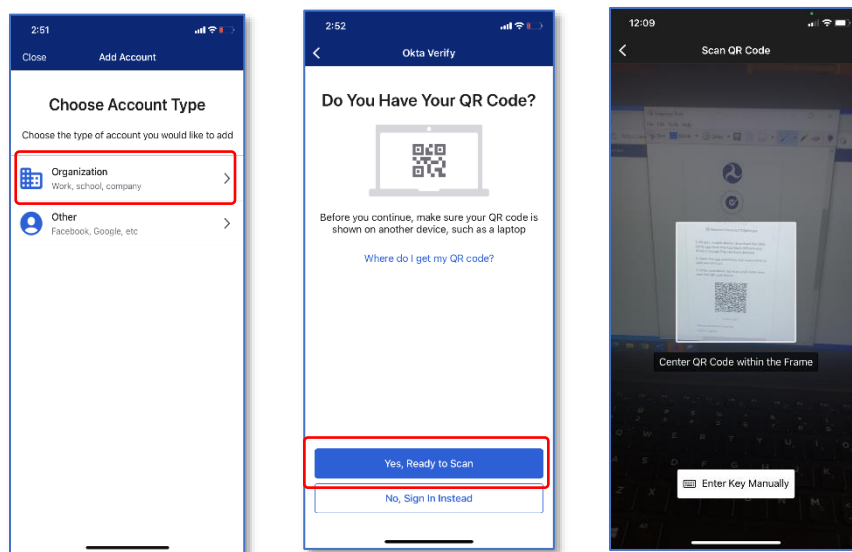
5. The panel to set up a new security method (add a new device) will appear. In the center of the panel, you will see Okta Verify listed. Select "Set up." A Quick Response (QR) code will appear on the screen.



6. Unlock your GFE managed iPhone or mobile device and open the Okta Verify application. Select "Get Started," then "Next," then select "Add Account."



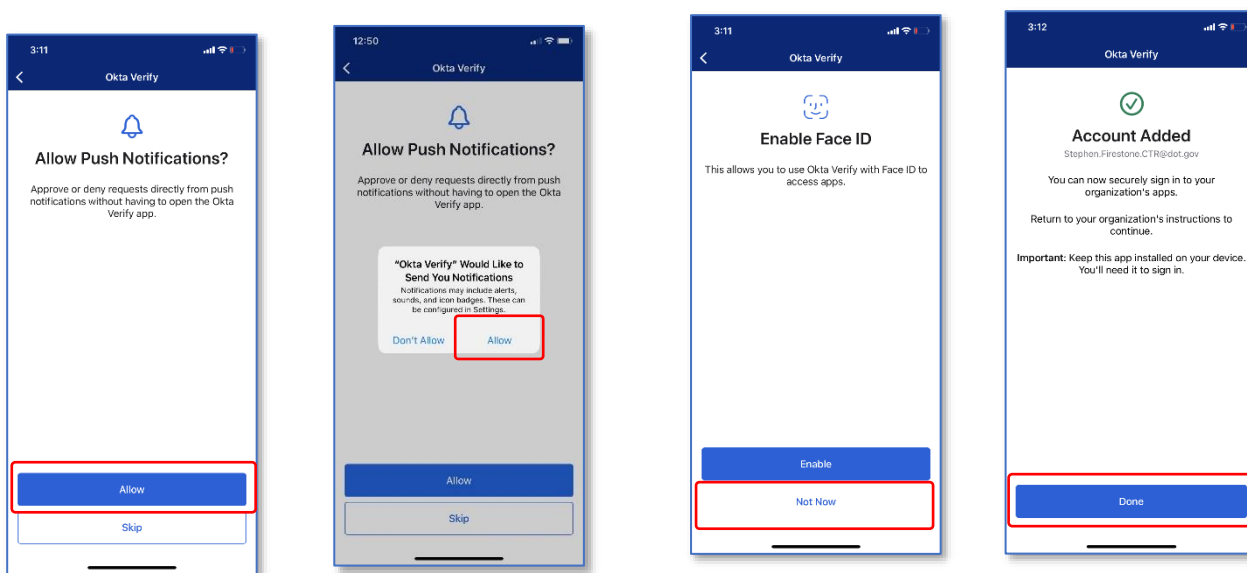
7. Select "Organization" as the Account Type. You should be presented with a screen preparing for you to scan the QR code you generated in the previous steps. Press "Yes, Ready to Scan." If you receive a request that says, "Okta Verify would like to access the camera," select "OK". Note: if you do not complete these steps within 5 minutes, it will time out.



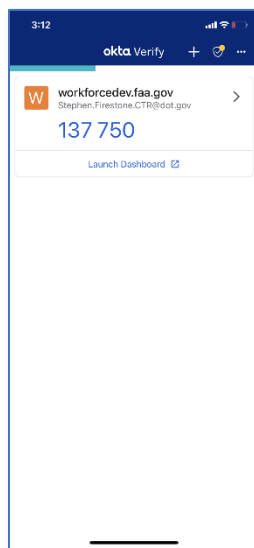
8. Aim the phone's rear camera at the QR code displayed in Okta Verify on the screen of your DOT workstation and place the QR code within the square on the

camera. Once the QR code is inside the square, the application will automatically read it and proceed with adding your enrollment.

9. You will see a page asking to Allow Push Notifications, select “Allow.” When you see another request saying “Okta Verify’ would like to send you notifications,” select “Allow.”
10. On your mobile device, the next screen will ask you if you want to enable Face ID. Select “Not Now.” You will then see the message “Account Added.” Select “Done.”
11. You will then see the message “Account Added”. Select “Done”.



12. You will now see the main screen for Okta Verify for the iPhone. This is the screen you will see any time you open Okta Verify on your iPhone and authenticate your login. Okta can now be used on this device for providing multi-factor authentication (MFA) for applications.



Thank you for enrolling your devices in Okta. You may return to the home screen on your iPhone or mobile device. The enrollment of your GFE iPhone or mobile device is now complete.

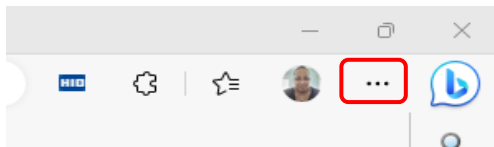
Note: There are some unique situations where you may need additional instructions to complete Okta Verify enrollment for secondary devices. Please contact OCIOClientCenter@dot.gov for instructions if either of the following situations apply to you:

1. You are PIV exempt and need to enroll a second workstation.
2. You need to enroll additional mobile devices and don't have access to the workstation that you already enrolled in Okta Verify.

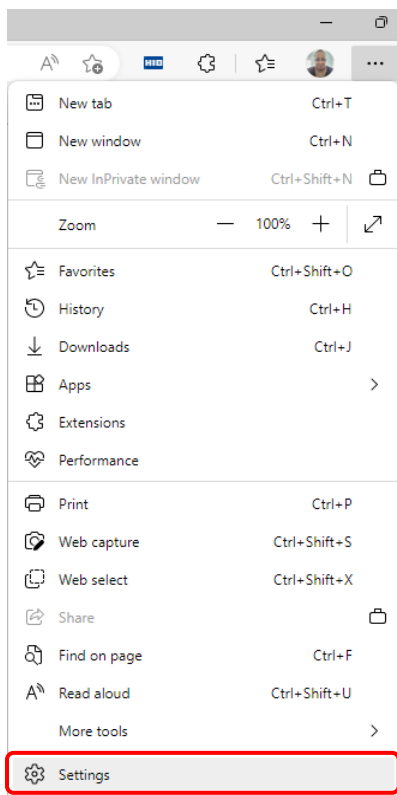
*If you have a working PIV card and you need to enroll a second workstation or mobile device, follow the Okta Enrollment of DOT workstation with PIV enrollment guide.

How to Clear Your Internet Browsing Cache in Edge

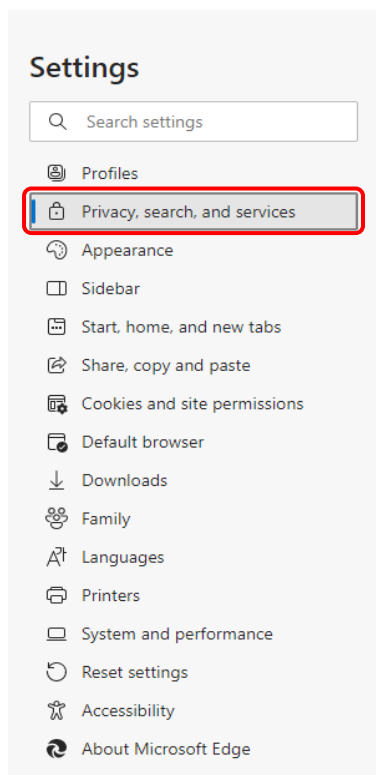
Select the **3 buttons** in the top right corner of your Edge browser



Select Settings



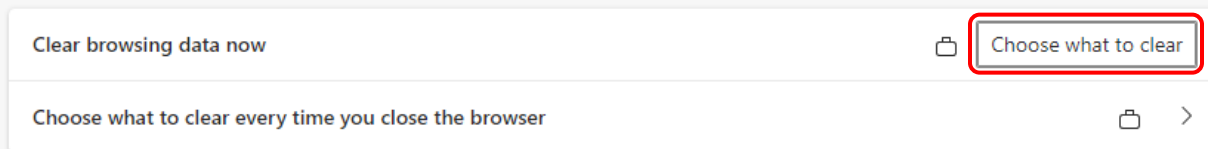
Select Privacy, search, and services



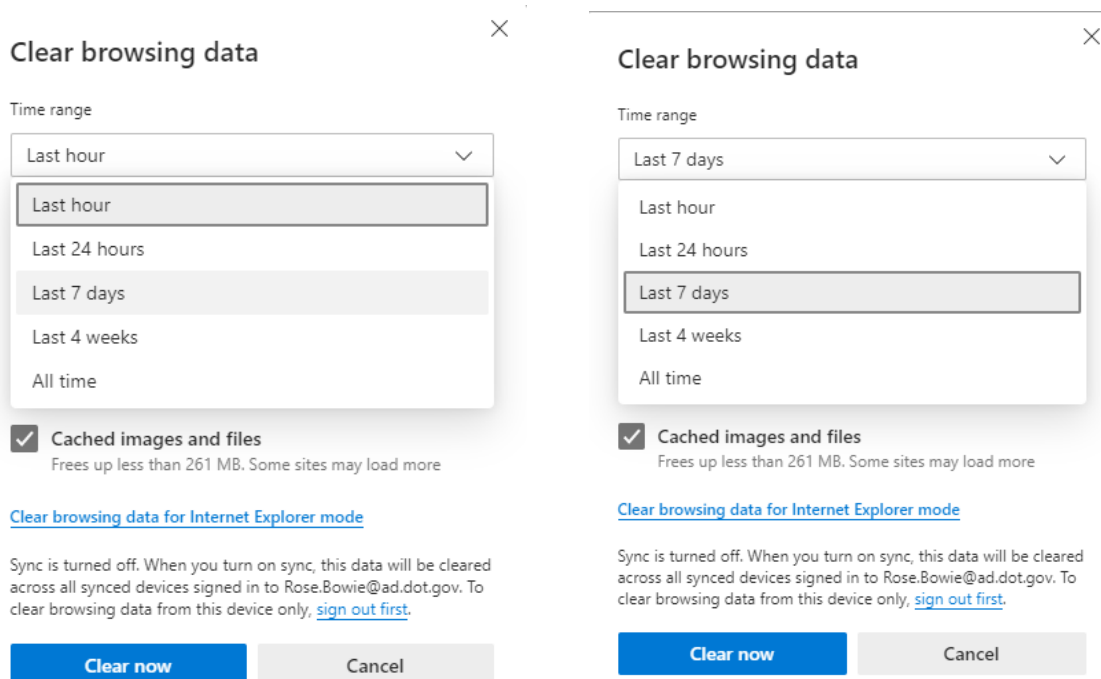
Under **Clear browsing data**, select **Choose what to clear**

Clear browsing data

This includes history, passwords, cookies, and more. Only data from this profile will be deleted. [Manage your data](#)



Select the drop-down box for **Time range** and change from **Last hour** to **7 days**.



Clear browsing data

Time range

Last hour

Last hour

Last 24 hours

Last 7 days

Last 4 weeks

All time

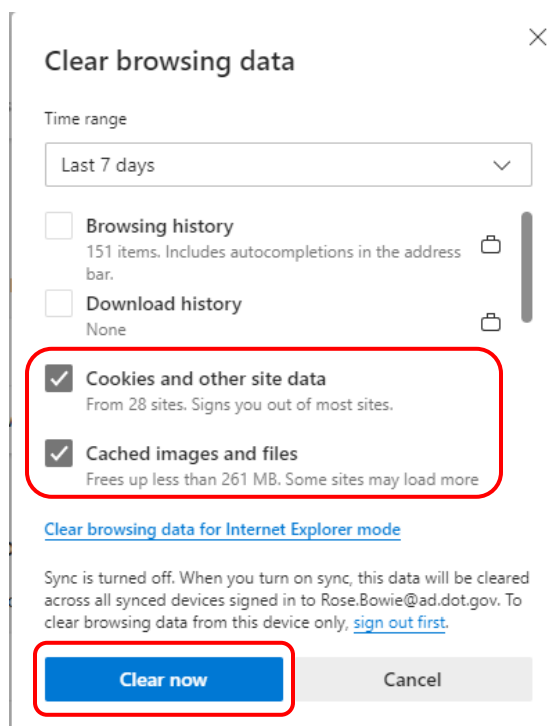
☒ **Cached images and files**
Frees up less than 261 MB. Some sites may load more

[Clear browsing data for Internet Explorer mode](#)

Sync is turned off. When you turn on sync, this data will be cleared across all synced devices signed in to Rose.Bowie@ad.dot.gov. To clear browsing data from this device only, [sign out first](#).

Clear now Cancel

Leave the defaulted options checked and select **Clear now**



Clear browsing data

Time range

Last 7 days

☐ **Browsing history**
151 items. Includes autocompletions in the address bar.

☐ **Download history**
None

☒ **Cookies and other site data**
From 28 sites. Signs you out of most sites.

☒ **Cached images and files**
Frees up less than 261 MB. Some sites may load more

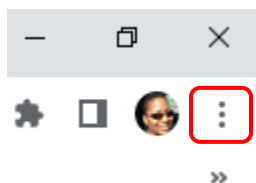
[Clear browsing data for Internet Explorer mode](#)

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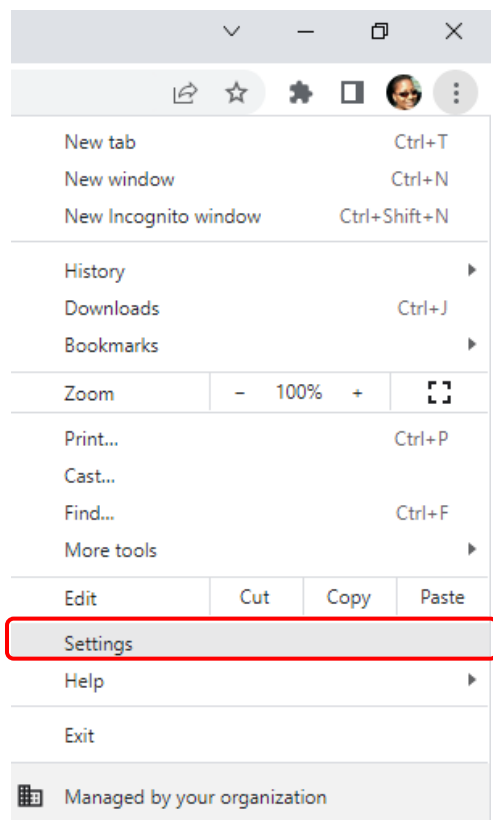
Clear now Cancel

How to Clear Your Internet Browsing Cache in Chrome

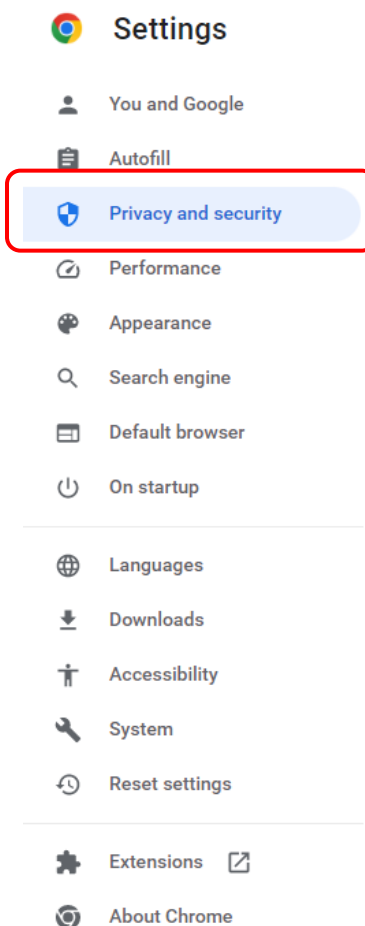
Select the **3 buttons** in the top right corner of your Chrome browser



Select **Settings**



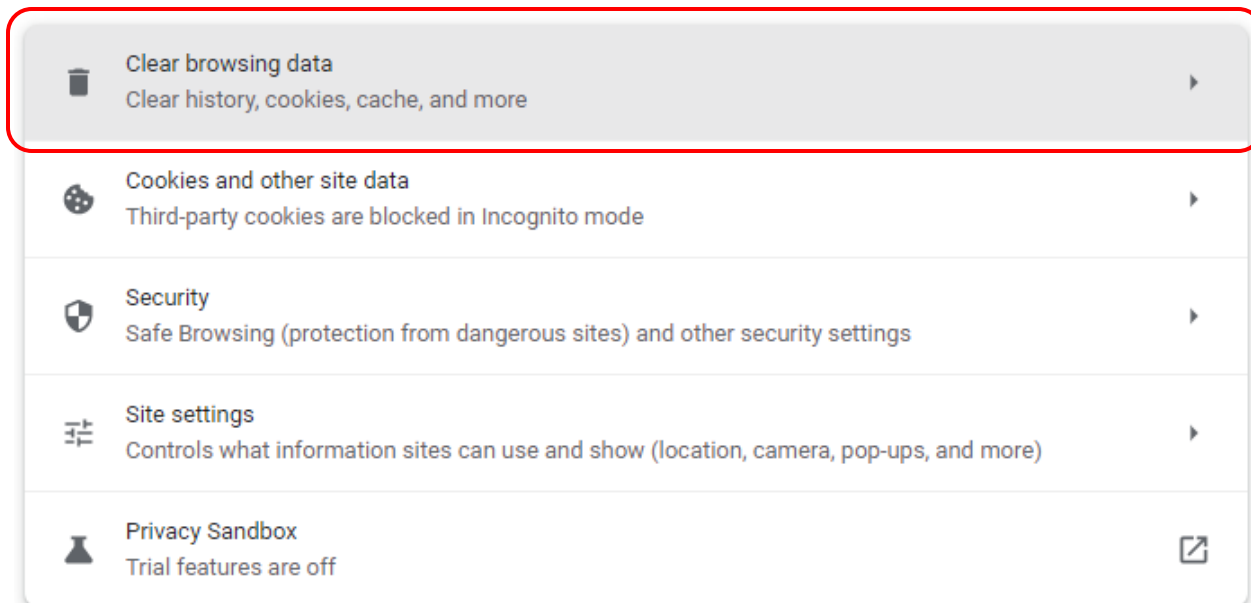
Select **Privacy and**



security

In the middle of your screen, under **Privacy and security** select **Clear browsing data**

Privacy and security



Select the drop-down box for **Time range** and change from **Last hour** to **7 days**. Leave the other defaulted options checked and then select **Clear data**.

